



California Department of Education Job Announcement

CALIFORNIA SCHOOL FOR THE DEAF, RIVERSIDE
Nancy Hlibok Amann, Ph.D., Site Superintendent
3044 Horace Street
Riverside, CA 92506

Position: Assistant Site Superintendent
Area: Administration
Tenure: Permanent
Time Base: Full Time
Salary: \$7,210* - \$9,024* Monthly

Work Schedule

This position is a 10 month position working 204 days per academic school year.

Description:

Under the supervision of the Site Superintendent in the California School for the Deaf, Riverside, the Assistant Site Superintendent will be responsible for the oversight of the accountability and compliance of the entire school through the accreditation and strategic planning processes. This position also oversees the services provided by the Career Technical Education Department, Curriculum Department, and PE/Athletics Department.

Responsibilities:

- Directly supervises Supervising Teacher I(s), Supervising Teacher II (s), teacher specialists and support staff.
- Oversees the Career Technical Education Department, Curriculum Department, and PE/Athletics Department. This position will also perform extensive managerial and program administrative responsibilities which include a combination of management and leadership functions such as program planning; program formulation; and organization coordination and control.
- Directs and evaluates the personnel and programs assigned.
- Provide leadership and direction in the development and monitoring of school-wide accountability and compliance system through the means of strategic planning. Based on the outcome of strategic planning meetings, this position will develop and implement school wide projects, policies, and procedures. S/he provides leadership to the staff in identifying school needs, and develops short, medium, and long term plans to satisfy those needs.
- Develops, coordinates, and keep track of Professional Development, induction, and mentoring systems for the entire school; evaluate the quality and effectiveness of professional development services at the school site level.
- Serve as a member of the Superintendent's Cabinet team with the other Directors to discuss school wide issues
- Provide leadership and training to ensure school wide consistency to school and state policies, state education code, and federal legislation.
- Ensures through accountability measures that adopted curriculum components are infused throughout the school program through the Curriculum Department where data is developed, maintained, and provided by teachers and teacher specialists; reads, interprets, and guide Principals of departments on federal, state, and school adopted testing and assessments on instructional tools to utilize to increase academic achievement.
- Assist the Site Superintendent with the oversight of the School for the Deaf; assumes full administrative responsibility in the absence of the Site Superintendent
- Assess programs and services to ensure compliance with Western Accreditation of Schools and Colleges, Conference of Educational Administrators of Schools and Programs for the Deaf, and other school mandated accreditation processes and follow California Department of Education's best professional, leadership, and academic practices.
- Utilize communication systems which promote and maintain a positive, professional school climate

- Promote positive relationships with staff, parents, students and the community by soliciting their input and participation in school programs and activities
- Work closely with administrators and support staff in the Business office, Student Services and Student Life to facilitate coordination of all services which support the Instructional program
- Coordinate and monitor all visiting interns and substitute teachers
- Serve as a Disaster Team Leader for the Instructional staff in all practice drills and in the event of disaster.
- Work with supervisors on staff evaluations and all disciplinary actions

Required Qualifications:

- Five years experience as a classroom teacher in a program for the Deaf
- Three years experience as a Supervisor or Principal of teachers
- Fluency in ASL and standard written English
- Master's degree and possession of or eligibility for California credentials authorizing teaching and administrative services
- Knowledge of state and federal laws related to education
- Ability to use technology effectively

Desired Qualifications:

- Knowledge of Deaf culture and ability to engage the Deaf community in fulfilling the mission of the school
- Knowledge of the professional standards for the teaching profession
- Knowledge of dual language philosophy
- Ability to make presentations to groups and using effective techniques for decision making
- Skill in managing multiple tasks at all times
- Ability to work collaboratively with others
- Ability to provide mentoring to program supervisors
- Ability to model effective leadership techniques

Salary: Monthly \$7,210* - \$9,024*

*Plus \$400 per month or \$4800 annually Recruitment & Retention Pay

*Plus \$100 per month or \$1200 annually upon passing a bilingual fluency examination or upon providing a certified passing score on the ASLPI

Conditions of Employment:

Pre-employment background checks, fingerprints, tuberculosis test, and verification of transcripts and credentials.

How to Apply:

Submit a completed "Employee School Application", official transcripts, and copies of credential(s) to:

California School for the Deaf, Riverside
3044 Horace Street
Riverside, CA 92506
Attention: Personnel Office

Deadline to file:

Until Filled

Applications are accessible on the Internet (<http://www.cdsr-cde.ca.gov>) in the CSDR Jobs Section, Instructional Application link, or by contacting Cheryl Cerda-Urbe at (951) 248-7700 ext. 3590.